

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



CHIEF, DEPARTMENTAL OPERATIONS PROCUREMENT SERVICES

Department of Purchasing and Contracting

Anticipated Hiring Range \$100,000 to \$110,000

Excellent Benefits Package

www.sandiegocounty.gov

CHIEF, DEPARTMENTAL OPERATIONS | COUNTY OF SAN DIEGO

DEPARTMENT OF PURCHASING AND CONTRACTING | PROCUREMENT SERVICES

The County of San Diego, Department of Purchasing and Contracting (DPC) invites résumés from qualified candidates for Chief, Departmental Operations to fill a vacancy in Procurement Services. The Chief, Departmental Operations is an unclassified management position that may oversee a major functional area or several small programs including creating program policy and supervision of staff. Under the administrative direction of the Assistant Director, DPC, this position provides leadership and oversight over the functions and activities for Procurement Services.

THE POSITION

The Chief, Departmental Operations-Procurement Services; directs, plans, organizes, and coordinates the purchasing and contracting activities to include financial, budgetary, and administrative functions, and other duties as assigned. The position will be responsible for reviewing and analyzing procurements, contracts, and procurement and records management information systems for risk, progress, and implementation in accordance with federal, state, and local laws, regulations and guidelines. They will formulate and implement County-wide policies and procedures concerning purchasing, contracting, material management, and property disposal services. The incumbent will effectively interact with other governmental officials, Boards, internal departments, citizen groups, and/or individual members of the public in communicating department matters. The position will identify operational problems, formulates appropriate solutions, and aligns program activities with department initiatives.

THE IDEAL CANDIDATE

The ideal candidate will be a decision maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and committed to achieving excellence. This individual will have good judgment; be an outstanding communicator; and will keep executive management informed in a timely, complete and accurate manner. His or her professional experience will demonstrate the following experience:

- Certification by a national governmental organization, or university related to acquisition is highly desirable
- Experience planning, organizing, coordinating, and directing operations within a purchasing and contracting unit
- Experience developing and implementing policies, procedures, and principals related to purchasing, contracting, procurement systems, records management, and property disposal
- Experience in contract negotiation and administration, government bidding, and purchasing procedures and processes for large institutions
- Experience analyzing, evaluating, and directing the preparation of complex and time consuming procurements, contracts, and proposals
- Stimulates and actively initiates organizational change
- Strong, innovative and visionary leadership and management skills
- Anticipates future consequences and trends and accurately applies knowledge appropriately
- Superior influence and persuasion skills
- Persist over time in the face of obstacles; tenacious
- Ability to manage multiple priorities and provide operational oversight to senior procurement staff

MINIMUM QUALIFICATIONS

Qualified candidates will possess a bachelor's degree from an accredited U.S. college or university, or a certified equivalency for foreign studies, AND five years of experience that demonstrate the ability to perform the essential functions of the classification which must have included two years of management or supervision. **Note:** A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. **Note:** Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

COMPENSATION

The anticipated hiring range upon appointment for this position will be \$100,000 to \$110,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website.
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

DEPARTMENT OF PURCHASING AND CONTRACTING

The mission of the Department of Purchasing and Contracting is to provide the most effective and efficient delivery of quality goods and services to County departments. The Department received the "National Purchasing Institute's Excellence in Procurement Award" for the 16th consecutive year, placing San Diego County within the top 1% of approximately 3,000 counties nationwide. The Department has an annual operating budget of \$13.1M and employs a staff of 56.

The Department of Purchasing and Contracting is responsible for:

- the purchase of all goods, materials and services for the County of San Diego, as provided for in the County Charter;
- ensuring the competitive process is utilized for best price and highest quality while conforming to purchasing regulations;
- emphasizing excellent customer service practices;
- the centralized reutilization and disposal of surplus equipment and salvage materials;
- the Countywide content and records management programs.



The Department of Purchasing and Contracting is part of the Community Services Group.

For additional information, please review the [Department of Purchasing and Contracting](#) website.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.4 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sandiegocounty.ca.gov, select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review of résumés for this recruitment will be January 10, 2017.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Anna Lisa Acedo, Human Resources Services Manager, at AnnaLisa.Acedo@sdcounty.ca.gov or 858-505-6530. Questions about the position or department should be directed to Linda Holt, Group Human Resources Director for the Community Services Group at Linda.Holt@sdcounty.ca.gov or 619-531-5116.

Class No. 0927
12/21/16

